

NOTICE OF JOB ANNOUNCEMENT
CITY OF STEPHENVILLE

POSTING DATE: October 15, 2015

JOB TITLE: Executive Director for the Stephenville Economic Development Authority (SEDA)

SALARY: \$ DOQ

BRIEF DESCRIPTION AND QUALIFICATIONS:

Under the direction of the Board of Directors, the Executive Director of SEDA is responsible for marketing the City of Stephenville to create primary jobs, to attract new businesses, and to retain and encourage expansion of existing businesses. The Director will be adept at maintaining positive relationships with elected and appointed officials, SEDA board members, brokers, realtors, developers, and landowners. The Director will also be a visible community leader and active in civic organizations, engage in the chamber of commerce and be a member of regional and statewide economic development organizations. This person will have extensive experience in recruiting investors who have been successful in building industrial, mixed use commercial and retail developments on a large scale. The Executive Director will have extensive knowledge of current trends in economic development and best practices, manage day-to-day activities of SEDA and develop and implement programs to achieve the goals as set forth by the Board of Directors. The Director is expected to provide vision and strategic insight to the Board of Directors toward fulfilling SEDA's mission. Finally, the ideal candidate will have experience in analyzing development proposals, negotiating incentives, and closing deals.

MINIMUM QUALIFICATION:

Advanced Degree from an accredited college or university with major course works in economics, public or business administration, planning, or a closely related field of study is preferred. A Bachelor's Degree from an accredited college or university with a major course works in economics, public or business administration, planning, or a closely related field of study is required. Current Certified Economic Developer (CCED) or Professional Community Economic Developer (PCED) certification is desirable. Have a solid understanding of factors affecting business location decision, including sites, workforce, permits, regulations and construction. Strong leadership skills; ability to develop strong networks of professional contacts including site selectors, real estate development professionals and elected officials; Ability to work in a fast paced competitive environment; Cooperative team player; Must possess a valid Texas Driver's License; Available to work weekends or travel out of town as required; Must be able to relocate with Stephenville Independent School District.

Experience Needed:

Ten (10) years of progressively responsible administrative and supervisory management experience in a professional level economic development capacity is preferred; Minimum of five (5) years of progressively responsible administrative and supervisory management experience in a professional level economic capacity is required. Experience in private-sector business and in local government is highly desirable. Grant writing experience is desirable. Candidates must have a verifiable track record of success and a stable work history.

CONTACT: Application or written request for consideration must be filed in writing with the Human Resources Department. Applications available at City Hall, 298 W. Washington, Stephenville, TX 76401 or on-line at www.stephenvilletx.gov.